



State of New Jersey

DEPARTMENT OF EDUCATION

NOTICE OF VACANCY

The COMMISSIONER OF EDUCATION invites applications from
qualified candidates for the following:

ISSUE DATE: March 21, 2017

RESUMES MUST BE RECEIVED OR

POSTMARKED NO LATER THAN: April 4, 2017

Applications received after closing date may be considered if
position is not filled.

TITLE: Analyst Trainee

REFERENCE #: DOE-013-17

BARGAINING UNIT/RANGE: P 95

LOCATION: Trenton, NJ

DIVISION: Division of Finance, Office of Budget

POSITION #: 012185

SALARY: \$41,230.15 - \$43,094.21

HOURS OF WORK: 8:15 a.m. – 4:15 p.m.

DESCRIPTION

Under the direction of a supervisor in the Office of Budget, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application, and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

SPECIFIC TO THE POSITION

Will be involved in budgeting for department specific programs such as teacher certification and criminal history background check revenues; may be responsible for maintaining and analyzing departmental budgets; will assist with tracking of temporary employees in an access database and the associated salary reimbursements; may be responsible for accurate tracking of spending related to budgets for department specific programs; may be responsible for assisting with budgeting for the Marie H. Katzenbach School for the Deaf; will assist with budget submission to the Capital commission for NJDOE owned properties; will assist with annual budget submission for the NJDOE; will be involved in initiating, collecting, analyzing, processing and maintaining fiscal data for the department and the Marie H. Katzenbach School for the Deaf.

REQUIREMENTS

Education: Graduation from an accredited college or university with a Bachelor's degree.

Experience: Working knowledge of Microsoft Office and Microsoft Access.

Note: Interested candidates must submit an unofficial transcript in order to be considered for this position.

ADVANCEMENT

Applicants who successfully complete the required twelve (12) month training program will be eligible for advancement to the title of Administrative Analyst 1 (P19). The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

OPEN TO THE FOLLOWING

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <http://info.csc.state.nj.us/jobspec/55300.htm>

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.

Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

FORWARD RESUMES TO:

Personnel Director
New Jersey State Department of Education
Reference #: DOE-013-17
PO Box 500
Trenton, NJ 08625-0500
Resumes may be e-mailed to: resume3@doe.state.nj.us

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.